



Further information

You may find these sites useful.

The UK Council for Child Internet Safety. (UKCCIS)

<http://www.dcsf.gov.uk/ukccis/>

Microsoft Windows Parental Controls

<http://windows.microsoft.com/en-GB/windows-vista/Kids-online-A-parents-guide-to-monitoring-computer-use>

The Child Exploitation and Online Protection website (CEOP)

<http://www.ceop.gov.uk/>

The Byron Report (An investigation into online safety for children and young people by Dr Tanya Byron)

<http://www.dcsf.gov.uk/byonreview/>

Parent's centre (A government resource for parents who want to know more about e-safety.)

<http://www.parentscentre.gov.uk/usingcomputersandtheinternet/>

Blocking incoming emails from a specific sender

(For parents, carers and young people)

Should I block or not?

That depends on what has been happening and what you want to do about it. Of course, you want it to stop, but blocking is not always the best option, and neither is deleting all the emails. You may consider making a formal complaint in which case you need to **keep the evidence**. That helps anyone investigating the matter for you to identify who has been doing this. This is often the best option. You don't want to mask the behaviour, you want to stop it at source.

No, I have thought about this and all I want is to block a sender.

Before you do, remember that people can change their email addresses and you may find yourself getting messages from the same person under a different name. However, the first thing to do is understand how an email address is made up.

John.Smith@internetuser.com

The part before the "@" sign is the **username**. The part after the "@" sign is called the **domain name**. (Sometimes called the "suffix") When blocking incoming emails you can block by username or domain name. If you block by domain name, no emails from that domain will be visible to you. **This could be a problem if half of your address book contacts share a**

domain, (such as AOL.com, or Btinternet.com) and the person you want to block also uses that domain. It is more usual to block by username. Please remember that you should consider reporting the abuse to the domain name provider first.

Using MS OUTLOOK, you can add names to your Blocked Senders List

You can easily block messages from a specific sender by adding the sender's e-mail address or domain name to the Blocked Senders List. Messages from addresses or domain names in this list are always treated as junk. When you add a sender to the Blocked Senders List, Outlook moves any incoming message from that sender to the Junk E-mail folder, regardless of the content of the message.

1. On the **Tools** menu, click **Options**.
2. On the **Preferences** tab, under **E-mail**, click **Junk E-mail**.
3. Click the **Blocked Senders** tab.
4. Click **Add**.
5. In the **Enter an e-mail address or Internet domain name to be added to the list** box, enter the name or address that you want to add. For example, you can add the following types of addresses:
 - someone@example.com
6. Click **OK**.

Outlook performs suffix matching, which means that if the entry example.com appears in your Blocked Senders List, then any e-mail from any domain that ends with example.com is blocked. For example, the addresses someone@domain.example.com and someone@suffix.domain.example.com are both blocked. However, complete e-mail addresses are matched exactly, and entries for specific addresses always take precedence over entries for domain names. To block a domain (@example.com) but not block a specific address in the same domain (someone@example.com), add the domain (@example.com) to the Blocked Senders List, and then add the specific address (someone@example.com) to the Safe Senders List.

Using Outlook Express.

Open the **email message rules** dialog box from *Tools - Message Rules - Mail* and click on the "New" button. Each message rule in Outlook Express needs to have a **Condition** and an **Action**. Select the first condition, "Where the From line contains people" and the last action, "Delete it from server".

Should you be confused, please refer the image on the next page which is a snapshot of this configuration.